



Position Title: Part-Time Head Coach
Reports To: Director, Intercollegiate Athletics
Department: Intercollegiate Athletics
Prepared By/Date: Jennifer Brito/05-28-2010
Approved By/Date: College-wide
Revised:

Job Code: 8009
Job Group: H1-NIE
Salary Grade: HG
FLSA Status: Exempt

Summary:

Directs, provides leadership, and oversees all coaching duties for an interscholastic sports program operating under NCAA Division I operating bylaws and regulations. Directs and coordinates all aspects of recruitment and training for athletic competition, and oversees the planning and fiscal management of program activities.

Essential Duties and Responsibilities:

- Provides instruction in the fundamentals of the science of sport through personal and group instruction with skilled students
- Counsels and assists student athletes with academics
- Participates in coaching instruction during intercollegiate athletic contests and directs all aspects, areas and components of the sports team
- Participates in the evaluation of student athletes and in the recruitment student-athletes in accordance with NCAA rules and regulations through scouting, attending tournaments, and home visits
- Organizes, prepares, and conducts individual and team practices, training, and competition
- Manages all daily operations and coordinates all administration facets of the specific sports program
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of NCAA regulations and guidelines governing the recruitment and retention of student-athletes
- Knowledge of athletic recruitment methods and techniques
- Knowledge and understanding of all aspects of the specified sports program
- Strong interpersonal and communication skills
- Ability to communicate effectively, both orally and in writing
- Ability to lead and guide Division I student-athletes in area of specialty
- Ability to work well in a multi-ethnic and multi-cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in Sports Management, Physical Education, Health or related field and three (3) years of previous coaching experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name